Training Calendar
2023-2024

For Developing Knowledge, Skills
and
Changing Attitudes
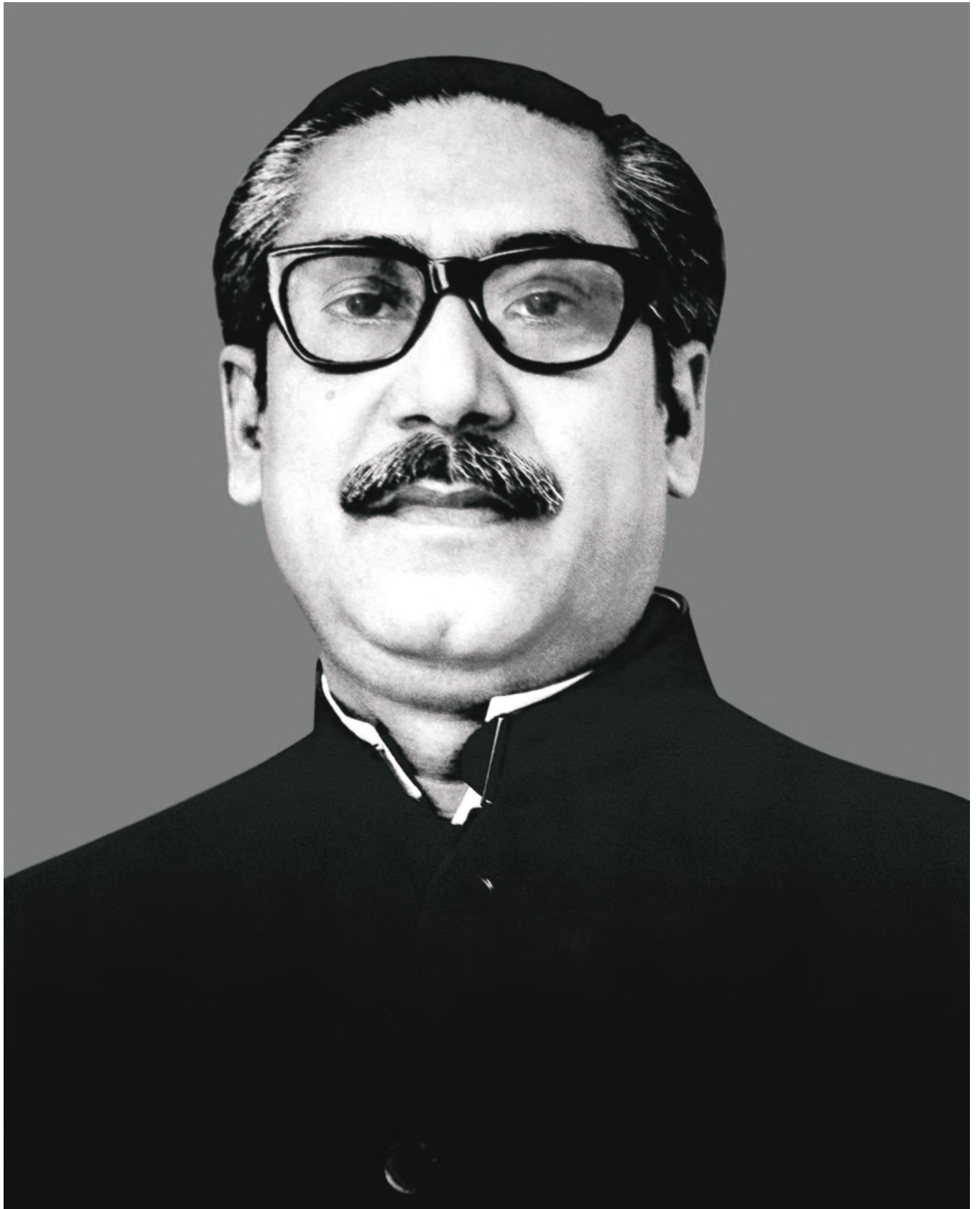
National Academy for Planning and Development (NAPD)

Ministry of Public Administration

www.napd.gov.bd

May 2023

Father of the Nation Bangabandhu Sheikh Mujibur Rahman

Honourable Prime Minister of the People's Republic of Bangladesh Sheikh Hasina, MP

PREFACE

National Academy for Planning and Development (NAPD) is mandated for organizing training, conducting research and providing consultancy services in the area of development planning & administration, project management, procurement management, office management, ICT and other cross cutting issues. Capacity building of the officials of government, semi government, autonomous and private organizations is very much needed for achieving Sustainable Development Goals (SDGs) by 2030 and to materialize the national vision of transforming Bangladesh into a developed nation and Smart Bangladesh by 2041.

The quality training is a pre-requisite for meeting the challenges of achieving Smart Bangladesh. The training calendar of 2023-2024 has been prepared by NAPD to make an effective plan for ensuring quality training. Updating course curriculum is a regular phenomenon. This calendar reflects the contribution of NAPD faculty members incorporating contemporary development issues in line with the national and international best practices. In addition to regular day and evening courses, NAPD offers different tailor-made (request) training courses to meet the organizations' needs. Recently it has started Development Administration Training Course for BCS (Administration) cadre officers. Besides, NAPD organizes national and international conferences, seminars and workshops on contemporary development and planning related issues round the year. NAPD also conducts research and provides consultancy services on the feasibility study of development projects, preparation of Development Project Proposals (DPP) etc.

It is expected that NAPD along with its competent faculties and experienced resource persons from different universities, government, semi government, autonomous and non-government agencies with up-to-date training facilities will be able to conduct the training programs as scheduled in this training calendar. I would like to keep on record my words of appreciations to the senior secretaries, secretaries of different ministries, divisions and heads of various government departments and non-government organizations for extending their continuous support by nominating their officers to the various training courses of NAPD.

Sukesh Kumar Sarker
Director General
(Secretary to the Govt.), NAPD

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NATIONAL ACADEMY FOR PLANNING AND DEVELOPMENT (NAPD)

INTRODUCTION

National Academy for Planning and Development (NAPD) is one of the pioneers in the arena of public sector training in Bangladesh. It imparts training on Project Planning and Management, development planning & administration, Information & Communication Technology (ICT). Besides, a Post Graduate Diploma in Development Planning and a Post Graduate Diploma in ICT for development are also offered by the Academy. Since its inception, NAPD has been providing quality training to the officials to orient them with development policies of the Government as well as developing themselves into human resource of the country. NAPD, by the time, has touched a number of milestones. It started its journey as a development project back in 1980. Later, it became a Body-Corporate on 3rd February 1985. Then, onwards it embodies a tale of achievements, persistent experiences, learning processes and the inevitable outcomes of the organization. It observed 25th year of services as the 'Silver Jubilee' in 2010. The academy is being administrated by an act passed by the parliament named National Academy for Planning and Development Act 2018. Now NAPD is working under the Ministry of Public Administration since 17 February 2022.

VISION

Established as one of the country's leading training institutes on planning and development by 2025.

MISSION

Development of skilled and ethically strong manpower in planning and development through training, research and consultancy.

OBJECTIVES

The objectives of the academy are to:

i. provide training on development planning & administration, project management, procurement management, office management, ICT and other cross cutting issues;

ii. conduct foundation, special foundation, basic and departmental training for cadre and non-cadre officers on request;

iii. implement specialized training on diversified areas for different organizations on request;

iv. conduct research and evaluation studies on development planning, project management and contemporary development issues;

v. provide consultancy services to different ministries and agencies;

vi. continue the practice of exchanging new knowledge and experiences on planning, development economics, project management, etc. through workshops, seminars, publications and trainings.

Academy, since September 1981, has been conducting training courses regularly in pursuance of its assigned responsibilities in the areas of the national interest. Academy so far has imparted training to 49,451 trainees from different government offices, private agencies and NGOs. In the meantime, NAPD has been able to develop a core group of professionally trained officials who are contributing their efforts in the overall development of the country.

ACADEMY RESOURCES

CAMPUS

Academy is housed in a nine storied building at Nilkhet, Dhaka on the north-western side of the Dhaka University Campus. The location of the Academy is unique of its kind in the sense that it is in the hub of the city within the close vicinity of other seats of learning like Bangladesh University of Engineering and Technology (BUET), Bangbandhu Sheikh Mujib Medical University (BSMMU), Dhaka Medical College, Bangladesh Civil Service Administration Academy. The auditorium of the academy is located on the ground floor of the main building. The auditorium, endowed with air-conditioned facilities having a sitting capacity of 300 persons, is a worth-possession to the Academy. It also is rented out to other organizations for convening seminars, conferences, workshops etc. The institution stimulates free academic discussion on development and planning issues of the country in particular and other disciplines in general. The campus is a smoking free one.

LIBRARY AND DOCUMENTATION SERVICES

A specialized functional library with a collection of about 23,600 books, periodicals, journals and research reports has been set up for the benefits to the trainees and faculty members. The Academy is in the mailing list of various local and foreign academy and training institutions. The library procures books and other useful publications on a regular basis. The library is open for the users from 9.00 a.m. to 8.00 p.m. on all week days. Borrowing facility is provided to the trainees and faculty members. The Academy publishes an annual journal *Development Review* regularly, which contains articles on planning and issues related to development.

EQUIPMENT AND LOGISTICS

Training aids of NAPD are quite sufficient for running six courses simultaneously. Those include computer lab, Language lab, cc-camera, multimedia projectors, DSL camera, photo copier, public address system, scanner, color laser Printer, document viewer, digital attendance system, video conferencing system etc. The academy has a number of computers to be used in the training courses. NAPD is now using smart classroom system like interactive board, kiosk machine and online campus display system.

DORMITORY

Attached to the main building, there is a seven-storied dormitory with a residential accommodation for 115 trainees at a time. All the rooms are equipped with high-speed internet facilities. It is also rented out temporarily to government officials and persons attached with education and training organizations. The room-tariff is as follows:

Daily Rent (AC Suite/ Room)			
Suite/Room No.	Government officer	Non Government officer/Foreign guest	NAPD Faculty
Suite-1 (Room No. 601, 602)	2000/-	3500/-	400/-
Suite-2 (Room No. 607, 608)	1800/-	3000/-	300/-
Room No. 601	1000/-	1800/-	150/-
Room No. 602, 603, 604, 605, 606, 607	800/-	1500/-	100/-
Room No. 608	800/-	2000/-	150/-

Daily Rent Dormitory Non AC Room (with Generator Charge)		
Sl. No.:	Kinds of Border	Daily Rent (Per seat)
1	Participants (Regular/Evening Course)	200/-
2	Participants (Request Course)	400/-
3	Guest (Government Officer)	400/-
4	Guest (Non-Government Officer)	600/-
5	Guest (Foreigner)	1,200/-
6	NAPD Faculty Member/Officer	70/-
7	NAPD's Alumni Member	250/-
8	Participants (Non Resident Request Course)	200/-

CAFETERIA

NAPD has a two storied cafeteria to accommodate 150 trainees in a single batch. Smiling hospitality of the staff members of the Academy makes the participants feel very much at home. The cost of lunch or dinner is Tk. 240.00 and that of breakfast is Tk. 80.00. The dormitory and cafeteria are independently run and managed by a committee of the officers designated by the Academy.

COMPUTER AND LANGUAGE LAB

Academy has recently established three modern computer labs and one well equipped language lab cum multimedia lab. Each of these labs can accommodate 25-50 participants. Academy has recently established a Cyber Café for participants. The whole academy including dormitory is covered by Wi-Fi network. Video conferencing system is also available in the academy. NAPD has an interactive dynamic web site which can be accessed with: www.napd.gov.bd

FACULTY

NAPD has a team of interdisciplinary faculty engaged in training and research relating to planning and development. The faculty of the Academy consists of a Director General, an Director General, three Directors, three Chief Instructors, a System Analyst, three Instructors, three Associate Instructors, two Deputy Director and an Assistant Director. Besides, there are three Research Officers, two Training Officers, an Evaluation Officer, a Librarian and an Assistant Programmer.

GUEST SPEAKERS

Academy, because of its unique location, enjoys a rare privilege of getting maximum services of renowned speakers from the Government, autonomous organizations, training & research institutions and different universities. Many of them are equally known at home & abroad.

LINKAGES

National Academy for Planning and Development has signed MoU with world leading relevant organizations to offer international training programs on respective discipline and conduct collaborative research works.

The names of the MoU signing organizations:

- International Malaysian education center @ University Malaysia Sarawak, Kuala Lumpur learning center (IMEC@UNIMASLCKL), Malaysia;
- Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH), Philippines;

- Administrative Staff College of India (ASCI), Hyderabad, India;
- Executive Centre for Development Programs (ECDP), Office of the Extension and Training (OET), Kasetsart University, Thailand;
- The WB National University of Juridical Sciences Bidhannagar, Kolkata, West Bengal, India;
- Department of Law, University of North Bengal, West Bengal, India;

BREATHING SPACE

There is a breathing space facility beside cafeteria for participants. About 20-25 persons may enjoy their leisure time to refresh themselves.

MOSQUE

NAPD has a mosque for prayer on the 2nd floor of Cafeteria Building where male & female participants have separate prayer facilities.

At a glance date wise Training Programs: 2023-2024

Day Courses

Sl. No.	Course Title	Duration	Working day	No. of Participants	Course Fee	Page No
1.	Project Appraisal, EIA and Formulation of DPP (22nd Batch)	16.07.2023 to 03.08.2023	15	25	26,000.00	7
2.	Public Procurement Management (27th Batch)	23.07.2023 to 10.08.2023	15	25	26,000.00	8-9
3.	Human Resource Management (27th Batch)	06.08.2023 to 10.08.2023	05	25	11,000.00	10
4.	Public Financial Management (27th Batch)	20.08.2023 to 24.08.2023	05	25	11,000.00	11
5.	Office Management (27th Batch)	10.09.2023 to 21.09.2023	10	25	20,000.00	12
6.	Monitoring and Evaluation Process of Projects (23rd Batch)	01.10.2023 to 12.10.2023	10	25	20,000.00	13-14
7.	Project Management Skills for Executives (23rd Batch)	15.10.2023 to 19.10.2023	05	25	11,000.00	15
8.	Innovation and Change Management (6th Batch)	12.11.2023 to 16.11.2023	05	25	11,000.00	16
9.	Project Feasibility Study (2nd Batch)	19.11.2023 to 30.11.2023	10	25	20,000.00	17-18
10.	Leadership and Strategic Planning (14th Batch)	03.12.2023 to 07.12.2023	05	25	11,000.00	19
11.	Research Methodology (15th Batch)	10.12.2023 to 21.12.2023	10	25	20,000.00	20
12.	Sustainable Development Goals (SDGs) and Bangladesh (4th Batch)	17.12.2023 to 21.12.2023	05	25	11,000.00	21
13.	Development Planning and Project Management (57th Batch)	31.12.2023 to 18.01.2024	15	25	26,000.00	22-23
14.	E-Governance for Sustainable Development (19th Batch)	21.01.2024 to 25.01.2024	05	25	11,000.00	24
15.	Blue Economy (3rd Batch)	28.01.2024 to 01.02.2024	05	25	11,000.00	25
16.	Good Governance and Relevant Tools (NIS, APA and GRS) (11th Batch)	11.02.2024 to 15.02.2024	05	25	11,000.00	26

Evening Courses

Sl. No.	Course Title	Duration	Working day	No. of Participants	Course Fee	Page No
1.	Post Graduate Diploma in Development Planning (36th Batch)	January-December, 2024	130	25	65,000.00	27
2.	Post Graduate Diploma in ICT for Development (PGD ICT4D) (14th Batch)	January-December, 2024	130	25	75,000.00	28
3.	Advanced Microsoft Excel (14th Batch)	23.07.2023 to 13.08.2023	10	25	15,000.00	29
4.	English Language Proficiency (41st Batch)	06.08.2023 to 22.11.2023	45	25	32,000.00	30-31
5.	Advance Office Application (4th Batch)	10.09.2023 to 01.10.2023	15	25	22,000.00	32-33
6.	Project Planning and Management (13th Batch)	24.09.2023 to 13.12.2023	35	25	26,000.00	34-35
7.	Oracle Based Database Application Design (13th Batch)	06.01.2024 to 20.02.2024	20	25	23,000.00	36
8.	Diploma in Project Planning, Development and Management (DPPDM) (16th Batch)	10.09.2023 to 06.03.2024	75	25	50,000.00	37-38
9.	Public Procurement Management (13th Batch)	01.10.2023 to 20.12.2023	35	25	26,000.00	39-40
10.	Web Page Development and Deployment (13th Batch)	05.11.2023 to 31.12.2023	25	25	30,000.00	41
11.	Statistical Package for Social Science (SPSS4th Batch)	19.11.2023 to 10.12.2023	10	25	15,000.00	42
12.	Cyber Security (3rd Batch)	03.12.2023 to 27.12.2023	12	25	12,000.00	43
13.	Microsoft Project (20th Batch)	04.02.2024 to 25.02.2024	10	25	15,000.00	44

Day Courses

01. Project Appraisal, Formulation and Approval (22ⁿᵈ Batch)

Duration	:	15 Working days
Date	:	16.07.2023 to 03.08.2023
Nomination Deadline	:	06.07.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in government, semi-govt., autonomous bodies, non-government organizations and in development projects.

Course Objectives :
    i. To familiarize the participants about the key concepts of project appraisal process;
    ii. To develop the competencies for project appraisal process;
    iii. To make the participants capable of formulating DPP/TAPP.

Course Contents :

Module-1: Planning and Development Issues in Bangladesh
    a. Planning and Development: concept & relations;
    b. Annual Development Program (ADP);
    c. SDGs, 8th five year plan, Perspective plan (vision 2041) and Bangladesh Delta plan (BDP 2100)
    d. Budgetary framework of Bangladesh with Midterm Budgetary Framework (MTBF) and Ministry Budgetary Framework (MBF);

Module-2: Project Appraisal/ Feasibility Study
    a. Importance of feasibility study;
    b. Demand forecasting;
    c. Cash flow of a project;
    d. Discounting technique: NPV, BCR & IRR;
    e. Financial appraisal;
    f. Economic appraisal;
    g. Technical appraisal;
    h. Service sector project appraisal;
    i. Project sensitivity and risk analysis;
    j. Stakeholder analysis;
    k. Gender equity planning tools;
    l. Case Study on feasibility study (i. a. Padma Bridge / Metro Rail etc.)

Module-3: Social and Environmental Impact Assessment
    a. Environmental clearance process in Bangladesh;
    b. Climate change and its related impact on development projects;
    c. Economic evaluation of environmental impact of development project;
    d. Environmental and Social Impact Assessment (EIA & SIA) of Development Project;
    e. Environmental Management Plan (EMP) of development project;
    f. Preparation of project with EIA & EMP components with exercise;
    g. Case study on EIA and EMP (i. a. Matarbari Power Plant / Bangabandhu Karnaphuli tunnel project etc.);
    h. Disaster Impact Assessment (DIA).

Module-4: Project Planning, Financing and Formulation
    a. Project cycle;
    b. Project design with logical framework;
    c. Explanation of DPP, TAPP, etc.;
    d. Preparation of DPP;
    e. Project approval process
    f. Delegation of financial power & fund release procedure;
    g. Public procurement management: PPA-2006, PPR-2008, procurement plan & e-procurement;
    h. Use of CPM, PERT in project schedule development;
    i. Application of MS project.

Training Methods	:	Lecture, individual exercise, group work, group presentation, case study and field visit.
Evaluation System	:	Attendance, class participation, group presentation, overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik, Director (Training)
Course Coordinators	:	Md. Sirajul Islam, Associate Instructor
		Md. Abul Hossain, Training Officer

02. Public Procurement Management (27ᵗʰ Batch)

Duration	:	15 working days
Date	:	23.07.2023 to 10.08.2023
Nomination deadline	:	13.07.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	:	Officers of grade-9 or above from different ministries, division, departments, directorates, semi-autonomous, autonomous and statutory bodies involved in procurement management.

Course Objectives :

    i.   To acquaint the participants with the legal framework of procurement in public sector;

    ii.   To familiarize the participants with the process and standard documents for procurement of goods, works and services;

    iii.   To provide a comprehensive coverage of intellectual and professional service procurement;

    iv.   To familiarize the participants with e-GP and other cross-cutting issues.

Course Contents

Module-1: Conceptual and Legal Framework for Public Procurement

    a.   An overview of PPA-2006 and PPR-2008;
    b.   Principles of public procurement;
    c.   Constitutions of different committees;
    d.   Different procurement methods;
    e.   International procurement;
    f.   Procurement plan;
    g.   Processing of procurement;
    h.   Preparation of tender or proposal;
    i.   Professional misconduct and procurement ethics.

Module-2: Standard Tender Documents and Process for the Procurement of Goods and Works

    a.   Instructions to Tenderers (ITT);
    b.   Preparation of Tender Data Sheet (TDS);
    c.   Introducing tender forms of goods and works;
    d.   Technical specifications and schedule of requirements;
    e.   General Conditions of Contracts (GCC);
    f.   Particular Conditions of Contracts (PCC);
    g.   Tender evaluation;
    h.   Notification of Award (NOA);
    i.   Case studies on procurement;
    j.   Contract administration and management;
    k.   Contract performance.

Module-3: Procurement of Intellectual and Professional Services

    a.   Methods for procurement of intellectual and professional services;
    b.   Expression of Interest (EOI);
    c.   Terms of Reference (TOR);
    d.   Request for Proposal (RFP) Document;
    e.   Proposal Data Sheet (PDS);
    f.   Evaluation of proposals;
    g.   Negotiations under the methods of QCBS, FBS and LCS;
    h.   Approval, signing, completion of the process.

Module-4: e-GP and other Cross-cutting Issues

    a. Introduction to e-GP;
    b. Roles of PE user, PE admin, organization admin, authorized users;
    c. Approval procedures and delegation of financial powers;
    d. Right to Information Act 2009;
    e. Anti-corruption Act;
    f. National Integrity Strategy (NIS);
    g. Vision of Bangabandhu for a corruption and exploitation free Bangladesh.

Training Methods	:	Lecture, individual exercise, group work, case study and field visit.
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mohammad Anwar Hossain, Chief Instructor
Course Coordinators	:	Md. Ramjan Ali, Instructor Md. Zakir Hossain, Accounts Officer

03. Human Resource Management (27th Batch)

Duration	:	5 working days
Date	:	06.08.2023 to 10.08.2023
Nomination deadline	:	27.07.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous, semi-autonomous, statutory bodies, universities, bank, executives of private sector and NGO's.

Course Objectives :

   i. To develop participants' understanding on conceptual issues of HRM & HRD;

   ii. To acquaint them with legal framework in relation to HRM in Bangladesh;

   iii. To share the HRM practices along with tools and techniques used across the sectors in Bangladesh.

Course Contents

Module-1: Conceptual Issues of HRM

   a) HRM & HRD: concept and issues;
   b) Ethical issues in HRM;
   c) Motivation and human relations;
   d) Job analysis: Job description & job specification;
   e) Team building for HRM;
   f) Leadership in HRM;
   g) Strategic HRM (Talent and knowledge management)
   h) ERP and Human Resource Information System (HRIS);
   i) Recruitment, training, selection and posting;
   j) Reward and punishment
   k) Office etiquette.

Module-2: Legal Framework and Managerial Issues of HRM

   a) Legal Frameworks of HRM;
   b) Performance Appraisal Measurement System (APA, KPI);
   c) Labor law-2013;
   d) Performance Management;
   e) Problem solving & decision making process;
   f) Self-assessment;
   g) Conflict management & Grievance Readdress System (GRS);
   h) Gender perspectives of HRM.

Module-3: HRM practices in Bangladesh

   a) Process of promotion, posting and placement;
   b) Compensation management, employee benefit and compliance;
   c) Good governance and NIS.

Training Methods	:	Lecture, individual exercise, group discussion and case study
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Directors	:	Engr. Md. Abdur Rashid, Director (Admin and Finance)
Course Coordinators	:	Most. Jannatul Ferdousi, Assistant Librarian

04. Public Financial Management (27th Batch)

Duration	:	05 working days
Date	:	20.08.2023 to 24.08.2023
Nomination deadline	:	10.08.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-10 and above from government, semi-government, autonomous, statutory bodies, banks and other relevant organizations.

Course Objectives :

    i. To enhance participant's understanding on fiscal and monetary policy, budget and auditing system;

    ii. To enable the participants to apply financial, treasury and other related rules.

Course Contents :

Module-1: Economic Policy, National Budget and Statutory Audit
- a. Fiscal policy and the macro-economic framework of Bangladesh;
- b. Monetary policy of Bangladesh and its relationship with fiscal policy;
- c. Fiscal deficit and deficit financing;
- d. Public debt management in Bangladesh;
- e. Preparation of non-development and development budget;
- f. Medium Term Budgetary Framework (MTBF), Ministry Budgetary Framework (MBF)
- g. Introduction to IBAS^{++};
- h. Accounting and auditing system in Bangladesh;

Module-2: Financial and Treasury Rules
- a. General financial rules and treasury rules;
- b. Public Finance and Budget Management Act 2009;
- c. Financial Reporting Act 2015;
- d. Role and responsibilities of drawing and disbursing officer;
- e. Delegation of financial powers and fund release procedures;
- f. Pay fixation;
- g. Pension and gratuity;
- h. General Provident Fund (GPF), Contributory Provident Fund (CPF), Benevolent fund and group insurance rules;
- i. Traveling allowance rules;
- j. Overview of Public Procurement Management: PPA 2006 and PPR 2008;
- k. Anti-Corruption Act;
- l. Vision of Bangabandhu for a corruption and exploitation free Bangladesh.

Training Methods	:	Lecture, individual exercise, case study and group work
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Thouhidur Rahman Chowdhury, Deputy Director (Research andPublication)
Course Coordinator	:	Mohammad Ziaur Rahman, Assistant Director

05. Office Management (27ᵗʰ Batch)

Duration	:	10 working days
Date	:	10.09.2023 to 21.09.2023
Nomination Deadline	:	31.08.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	:	Officers of grade-10 and above from government, semi-government, autonomous, statutory bodies, banks and other relevant organizations.

Course Objectives :

    i. To equip the participants with concepts and theories of office management
    ii. To familiarize with the administrative, financial rules and procedure relevant for office management in Bangladesh;
    iii. To develop the participants' understanding about the tools and techniques of office management.

Course Contents :

Module-1: Concepts and Theories of office management

    a. Concept of SMART Office Management;
    b. Human Resource Management (HRM);
    c. Human Resource Information System (HRIS);
    d. Job Analysis: Job description and job specification.

Module-2: Administrative and Financial Rules

    a. Rules of business & allocation of business;
    b. The Govt. Servants (Conduct) Rules, 1979;
    c. The Govt. Servants (Discipline and Appeal) Rules, 2018;
    d. Leave Rules;
    e. Delegation of financial powers and fund release procedures;
    f. Role and responsibilities of DDO;
    g. Pension, gratuity, GPF & CPF rules etc.;
    h. Travelling allowances rules;
    i. Overview of Public Procurement Management: PPA 2006 and PPR 2008;
    j. Public Servant and Anti-Corruption Commission Act;
    k. Right to Information Act-2009.

Module-3: Tools for Office Management

    a. Office procedures and record management;
    b. Recruitment, training, promotion and posting;
    c. Leadership and team building;
    d. Noting, drafting and summary writing;
    e. Forms of written communication;
    f. Conducting meeting, preparation of working paper & minutes;
    g. Office inspection, office layout and office securities;
    h. Inventory and Capital Asset Management;
    i. Annual Confidential Report (ACR) & Performance Management;
    j. Public Service Innovation (PSI);
    k. Annual Performance Agreement (APA);
    l. National Integrity & Strategy (NIS);

Training Methods	:	Lecture, individual exercise, group work, case study, field visit
Evaluation System	:	Attendance, class participation, pre-test, post-test & overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Abdul Motaleb Sarkar, Chief Instructor
Course Coordinator	:	Md. Ramjan Ali, Instructor

06. Monitoring and Evaluation Process of Projects (23rd Batch)

Duration	:	10 Working days
Date	:	01.10.2023 to 12.10.2023
Nomination deadline	:	21.09.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in government, semi-govt., autonomous bodies, non-government organizations and in development projects.

Course Objectives :

i. To acquaint the participants with the role and importance of monitoring and evaluation for successful implementation of development projects;

ii. To familiarize the participants with monitoring and evaluation procedure of IMED and its different forms to equip them for proper project reporting.

iii. To enhance the participants' knowledge on selecting and using appropriate tools and techniques of monitoring and evaluation of development projects.

Course Contents :

Module 1: Concepts of Monitoring and Evaluation

a. Concepts of monitoring and evaluation;

b. Planning process of monitoring and evaluation;

c. Different types of monitoring and evaluation;

d. Developing indicators of monitoring and evaluation;

e. Change Control.

Module 2: Designing for Monitoring and Evaluation framework

a. Monitoring and evaluation design;

b. Sampling for monitoring and evaluation;

c. Different data collection methods;

d. Questionnaire preparation;

e. Tools and Techniques for data processing, analysis and interpretation;

f. Evaluation reporting;

g. Impact evaluation.

Module 3: Different Monitoring and Evaluation Models and Tools

a. Developing indicators for monitoring and evaluation;

b. Result Based Management (RBM) model;

c. Logical Framework Approach (L&A);

d. Use of CPM/PERT as monitoring tool;

e. Earned Value Management (EVM) as monitoring tool;

f. Microsoft project;

g. Procurement monitoring.

Module 04: IMED Monitoring and Evaluation Procedure

    a.   Role of IMED in project monitoring and evaluation;
    b.   Explanation of IMED Formats;
    c.   Exercise on IMED Formats;
    d.   Case Study on Project Evaluation Procedure;
    e.   Project Management Information System (PMIS).

Training Methods	:	Lecture, case study, individual exercise, group discussion, report preparation and presentations field visit
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Md. Nuruzzaman, Director (Research and Publication)
Course Coordinator	:	Md. Sirajul Islam, Associate Instructor

07. Project Management Skills for Executives (23rd Batch)

Duration	:	5 Working days
Date	:	15.10.2023 to 19.10.2023
Nomination deadline	:	05.10.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in government, semi-govt., autonomous bodies, non-government organizations and in development projects.

Course Objectives :

    i.   To develop participants' understanding about skills for project management; and

    ii.   To equip the participants with applied tools and techniques of project management.

Course Planning and Contents :

Module 1: **Implementation Plan of Development Projects**
a.   Project planning process;
b.   Implementation plan of a project;
c.   Duties & responsibilities of project executives;
d.   Delegation of financial power and fund release procedure;
e.   Procurement in development projects.

Module 2: Project Management Skills
a.   Monitoring, supervision and evaluation techniques;
b.   Negotiation technique and conflict management;
c.   Collaboration skill with stakeholders;
d.   Leadership & team building;
e.   Time and risk management;
f.   Organizational behavior;
g.   Communication and reporting skills;
h.   Technical skills;
i.   Personal skills & self-development;
j.   Innovation and change management;
k.   Motivation and Human Relation in Project management.

Training Methods	:	Lecture, individual exercise, case study, group discussion
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Ramjan Ali, Instructor
Course Coordinator	:	Faria Zafreen, Librarian

08. Innovation and Change Management (6th Batch)

Duration	:	05 working days
Date	:	12.11.2023 to 16.11.2023
Nomination deadline	:	02.11.2023
No. of Course		01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-10 and above from government, semi-government, autonomous, statutory bodies, banks and other relevant organizations.

Course Objectives :

    i.   To understand innovation and its application in organizational development;

    ii.   To gather knowledge about public service innovation (PSI);

    iii.   To describe change and enable to identify and overcome the obstacles to change.

Course Contents :

Module 1: Concept of Innovation

    a.   Key concepts of innovation;
    b.   Innovation cycle;
    c.   Public service innovation;
    d.   Comparison of private and public service innovations;
    e.   Global innovation index;
    f.   Innovation, competitiveness and development;
    g.   Business process re-engineering;
    h.   Ranking of innovation and competitiveness;
    i.   Government policy on innovation;

Module 2: Concept, Model and current practice of change management

    a.   Change Management: Types and Objectives;
    b.   Phases of Change Management;
    c.   Development Strategy to Adopt Change;
    d.   Monitoring and Evaluation of Changes;
    e.   Recognizing and Managing Distress;
    f.   Resistance to Change and Barriers to Change;
    g.   Change Management: Case Studies;

Training Methods	:	Lecture, group discussions, group work, case study, self-assessments etc.
Evaluation System	:	Attendance, class participation and overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mouful Nahar, Instructor
Course Coordinator	:	Md. Abul Hossain ,Training Officer

09. Project Feasibility Study (2nd Batch)

Duration	:	10 Working days
Date	:	19.11.2023 to 30.11.2023
Nomination Deadline	:	09.11.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 20,000.00
Participant's Level	:	Officers of grade-9 and above working in government, semi-govt., autonomous bodies, non-government organizations and in development projects.
Course Objectives	:	i. To familiarize the participants about the key concepts of project appraisal and EIA; ii. To share different environmental issues in project management; iii. To acquaint the participants with different techniques of economic and financial appraisal.

Course Contents :

Module-1: Key Concepts of Feasibility study
a) Project Background: Rationale and genesis;
b) Approach, objectives and methodology of the feasibility study; and
c) Organization of the feasibility study.

Module-2: Market/Demand Analysis
a) Problem Statement;
b) Relevance of the Project Idea;
c) Proposed Project Interventions;
d) Stakeholder Analysis;
e) Demand Analysis;
f) SWOT Analysis.

Module-3: Technical/Technological & Engineering analysis
a) Location;
b) Technical design;
c) Output plan;
d) Costs estimates;
e) Implementation timeline.

Module-4: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis
a) Environmental, Climate Change and Disaster Risk Analysis;
b) Assessment of Disaster Resilience of the Project.

Module-05: Cost Benefit Analysis
a) **Financial Analysis;**
   i) Identification of the components of cost & benefit;
   ii) Constructing the cash flow;
   iii) Identifying the key assumptions considered in exercises;
   iv) Financial Net Present Value (FNPV);
   v) Financial Benefit Cost Ratio (FBCR);
   vi) Financial Internal Rate of Return (FIRR).

b) **Economic Analysis**
   i) Identifying the direct, indirect and associated cost and benefit components;
   ii) Converting the value of cost and benefit components into economic price by using Standard Conversion Factor (SCF) determined by the Government;
   iii) Constructing the cash flow;
   iv) Mentioning the Assumption;
   v) Economic Net Present Value (ENPV);
   vi) Economic Benefit Cost Ratio (EBCR);
   vii) Economic Internal Rate of Return (EIRR).

Module-6: Human Resources, Administrative Support and Legal Analysis
    a. Human Resources and Administrative Support Analysis (During Implementation and Post Implementation of the project)   ;
    b. Institutional and Legal Analysis.

Module-7: Risk Sensitivity and Alternate Analysis
    a. Risk (Uncertainty) and Sensitivity Analysis;
    b. Alternative/Options Analysis.

Module-8: Disaster Impact Assessment (DIA)
    a. Risk Informed Development in Bangladesh: Concepts and Practices;
    b. Understanding Disaster & Climate Risks and Risk Scenarios of Bangladesh;
    c. Disaster and Climate Risk Governance in Bangladesh: Policy, Plans and Institutions;
    d. Mainstreaming disaster & climate change in Development Project Planning;
    e. Relevant sections of DPP addressing DIA;
    f. DIA Tool and Framework;
    g. Nature Based Solution for resilient development;
    h. Introduction to Disaster & Climate Risk Information Platform (DRIP).

Training Methods	:	Lecture, peer learning, individual exercise, group work & presentation, case study and field visit.
Evaluation System	:	Attendance, Class participation, module based class test& overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik, Director (Training)
Course Coordinator	:	Mouful Nahar, Instructor

10. Leadership and Strategic Planning (14ᵗʰ Batch)

Duration	:	05 working days
Date	:	03.12.2023 to 07.12.2023
Nomination deadline	:	23.11.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous and statutory bodies, bank, executives of private sector and NGO's.
Course Objectives	:	i. To develop participants understanding on conceptual issues of strategic planning; ii. To acquaint the participants with various leadership skills.

Course Contents :

Module 1: Concept of Strategic Planning
a. Context and evolution of strategic planning;
b. Strategic planning process;
c. Strategic planning: from vision to action;
d. Strategic planning for good governance;
e. Principles of strategic planning for leadership teams;
f. Impact of strategic planning on leadership.

Module 2: Leadership Skills
a. Leadership theories and core competencies;
b. Leadership skills;
c. Leadership and decision making;
d. Negotiation techniques and conflict management;
e. Leadership and strategic planning: unlocking leadership potential;
f. Challenges in leadership and change;
g. Developing and empowering other as a leader;
h. Leadership behaviors and practices and their impact on strategic process;
i. Bangabandhu and Leadership.

Training Methods	:	Lecture, individual and group exercise and case study
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Abdul Motaleb Sarkar, Chief Instructor-1
Course Coordinator	:	Most. Lipia Khatun, Evaluation Officer

11. Research Methodology (15th Batch)

Duration	:	10 Working days
Date	:	10.12.2023 to 21.12.2023
Nomination deadline	:	30.11.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk.20,000.00 (twenty thousand only) per participant
Participant's Level	:	Officers of grade-9 and above of public, private offices, banks, NGO's and other relevant organizations

Course Objectives :

    i. To acquaint the participants with researchprocess including different methodology and data collection techniques;

    ii. To familiarize participants with the tools and techniques of data processing and analysis;

    iii. To develop skills in writing a research report.

Course Contents

Module 01: Introduction to Research
- a. Introduction to research;
- b. Research process;
- c. Literature review and systematic literature review;
- d. Funding for the research project;
- e. Collaborative research and work distribution;
- f. Selection and formulation of research problems and hypothesis;
- g. Choosing appropriate methodology: quantitative, qualitative or mixed;
- h. Research ethics.

Module 2: Data Types and Collection Methods
- a. Population sample and sampling;
- b. Sources of Data: Primary and secondary;
- c. Primary data collection tools: Survey, FGD, Interview;
- d. Designing the tools: Drafting questionnaire for survey or interview;
- e. Sources of secondary data;
- f. Measurement and scaling techniques.

Module 3: Data Analysis and Report Writing
- a. Processing and analysis of data;
- b. Testing hypothesis;
- c. Data analysis using SPSS;
- d. Techniques of writing research proposal;
- e. Presentation of research findings;
- f. Writing research reports.

Training Methods	:	Lecture, individual exercise, group work, research proposal and presentation
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md Helal Uddin Akanda, Chief Instructor-2
Course Coordinator	:	Dipayan Chakroborty Partha, Research Officer

12. Sustainable Development Goals (SDGs) and Bangladesh (4th Batch)

Duration	:	05 Working days
Date	:	17.12.2023 to 21.12.2023
Nomination deadline	:	07.12.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000 (Eleven thousand) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous, statutory bodies, banks and other relevant organizations.
Course Objectives	:	After completion of the course, the Participants will be able to

    i. explain the background, context and concepts of SDGs;
    ii. analyze the issues, challenges and way forward regarding SDGs; and
    iii. play role in implementing SDGs in own organization.

Course Contents :

Module 1: Conceptual Issues of Sustainable Development Goals

    a. Concept, Issues and Strategy for achieving sustainable Development;
    b. Aligning SDGs with National Development Plans.

Module 2: Goals and Targets

a. GOAL 01: End Poverty- Achievement, Challenges and Way Forward;
b. GOAL 02: Zero Hunger Achievement, Challenges and Way forward;
c. GOAL 03: Good Health and Well-being- Achievement, Challenges and Way forward;
d. GOAL 04: Quality Education- Achievement, Challenges and Way forward;
e. GOAL 05: Gender Equality- Achievement, Challenges and Way forward;
f. GOAL 06: Clean Water and Clean Energy- Achievement, Challenges and Way forward;
g. GOAL 07: Affordable and Clean Energy- Achievement, Challenges and Way forward;
h. GOAL 08: Decent Work and Economic Growth- Achievement, Challenges and Way forward;
i. GOAL 09: Industry, Innovation and Infrastructure- Achievement, Challenges and Way forward;
j. GOAL 10: Reduced Inequality- Achievement, Challenges and Way forward;
k. GOAL 11: Sustainable Cities (urban management) and Communities-Achievement, Challenges and Way forward;
l. GOAL 12: Responsible Consumption and production-Achievement,Challenges and Way forward;
m. GOAL 13: Climate Action (Climate change and Disaster Risk Reduction)-Achievement, Challenges and Way forward;
n. GOAL 14: Life below Water - Achievement, Challenges and Way forward;
o. GOAL 15: Life on Land - Achievement, Challenges and Way forward;
p. GOAL 16: Peace, Justice and Strong Institutions- Achievement, Challenges and Way forward;
q. GOAL 17: Partnerships to achieve the Goal- Achievement, Challenges and Way forward;

Module 3: Achievements and Challenges of SDGs

    a. Localizing SDGs in Bangladesh;
    b. Implementation challenges of SDGs;
    c. Institutions/Organizations responsible for implementing of different Goals;
    d. Financing of SDGs;
    e. Monitoring & Evaluation of SDGs.

Training Methods	:	Lecture, workshop, panel discussion, group discussion and group work.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mohammad Anwar Hossain, Chief Instructor
Course Coordinator	:	Mohammad Ziaur Rahman, Assistant Director

13. Development Planning and Project Management (57ᵗʰ Batch)

Duration	:	15 Working days
Date	:	31.12.2023 to 18.01.2024
Nomination deadline	:	23.11.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 26,000.00 (Twenty-six thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in government, semi-govt., autonomous bodies, non-government organizations and in development projects.

Course Objectives :

    i. To familiarize the participants with concepts and issues of planning process and project management with reference to Bangladesh;

    ii. To enhance the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation;

    iii. To develop the participants' skill in preparing DPP/TAPP.

Course Contents :

Module 1: Conceptual and Administrative Framework of Development Planning

    a. Planning and development: concept and relations;
    b. Planning process in Bangladesh;
    c. Recent trends in Bangladesh economy;
    d. Annual Development Program (ADP) and AMS;
    e. SDGs, 8ᵗʰ five year plan, Perspective plan (vision 2041) and Bangladesh Delta plan (BDP 2100);
    f. Local level planning;
    g. Role and responsibilities of Planning Commission, ERD and line ministries;
    h. Budgetary framework of Bangladesh with MTBF and MBF;
    i. Role of NGOs and private sector in economic development of Bangladesh;
    j. Approval procedure of development projects.

Module 2: Planning, Formulation and Financing of Projects

    a. Project cycle;
    b. Stakeholder analysis;
    c. Project design with logical framework;
    d. Explanation of DPP, TPP and TAPP formats with exercise;
    e. Project Financing: concept and techniques and sources;
    f. Domestic resource mobilization;
    g. Foreign aid and its use;
    h. Delegation of financial power & fund release procedure;
    i. Public Private Partnership (PPP);
    j. Gender policy and gender related concepts and issues;
    k. Climate change risk management in project planning.

Module 3: Project Appraisal/ Feasibility Study

    a. Project appraisal: objectives and scope;
    b. Project feasibility study format and procedure;
    c. Demand forecasting;
    d. Cash flow of a project;
    e. Discounting technique;
    f. Financial appraisal with NPV, BCR & IRR calculation;
    g. Economic appraisal;
    h. Technical appraisal;
    i. Service sector project appraisal;
    j. Social Impact Assessment (SIA);
    k. EIA and EMP of development projects;
    l. Disaster Impact Assessment (DIA) and Disaster & Climate Risk Information Platform (DRIP);
    m. Project sensitivity and risk analysis.

Module 4: Project Implementation

    a. Role of a project manager/ project directors;
    b. Leadership and team building;
    c. Managing project team;
    d. Implementation plan of a project;
    e. Project scope management (WBS/PBS etc.);
    f. Use of CPM, PERT in project implementation;
    g. Total quality management;
    h. Project risk management;
    i. Overview of procurement management: PPA-2006, PPR-2008;
    j. Procurement plan & e-Procurement;
    k. MS project for project management.

Module 5: Project Monitoring and Evaluation

    a. Concepts and types of monitoring and evaluation;
    b. Tools and Techniques of Monitoring and Evaluation;
    c. Earned Value Management (EVM);
    d. Change control;
    e. Role of IMED in project monitoring and evaluation;
    f. Explanation and exercise of IMED formats;
    g. Project Management Information System (PMIS): online submission;
    h. Result Based Management (RBM);
    i. Sustainability of development projects;
    j. Project completion report (PCR);

Training Methods	:	Lecture, individual exercise, group work and presentation, case study, report writing and study tour.
Evaluation System	:	Attendance, class participation, pre-test, post-test, module test and overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Engr. Md. Abdur Rashid, Director (Admin and Finance)
Course Coordinators	:	Most: Abeda Sultana, Associate Instructor Md. Al-Amin PMP, Training Officer

14. E-Governance for Sustainable Development (19th Batch)

Duration	:	05 working days
Date	:	21.01.2024 to 25.01.2024
Nomination deadline	:	11.01.2024
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous and statutory bodies, bank executives.
Course Objectives	:	i. To provide the participants comprehensive understanding of the concept, tools and technique of e-Governance; ii. To acquaint the participants on different e-Governance initiatives for sustainable development.

Course Contents	:	**Module – 1: Concepts and Tools of e-Governance**
		  a. Introduction to concepts of e-Governance;
		  b. e-Governance attributes and framework;
		  c. Policies and Strategies for ICT development;
		  d. Technical and legal issues of e-Governance;
		  e. National block chain and AI strategy;
		  f. Data science and IoT;
		  g. National Enterprise Architecture (NEA)/ National Digital Architecture NDA;
		  h. Challenges of e-Governance.
		
		Module – 2: Management of e-Governance for Sustainable Development
		  a. Sustainable Development Goals (SDGs);
		  b. Public Service Innovation (PSI);
		  c. Service process simplification;
		  d. e-Learning;
		  e. Linkage of e-Governance with sustainable development.

Training Methods	:	Lecture, exercise, case study, demonstration etc.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Kazi Muhammad Salatuzzaman, System Analyst
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

15. Blue Economy (3rd Batch)

Duration	:	05 working days
Date	:	28.01.2024 to 01.02.2024
Nomination Deadline	:	18.01.2024
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.

Course Objectives :

i.   To have a better idea on Blue Economy and it's potentiality;

ii.   To explain how countries can be benefited from the Marine Environment;

iii. Too aware of the regulatory framework of Blue Economy.

Course Contents :

Module-1: Conceptual Issues of Blue Economy
a.   Concepts and background of Blue Economy;
b.   Approaches of Blue Economy
c.   The Marine Environment
d.   Renewable Marine Energy
e.   Sectors of the Blue Economy
f.   Marine Biotechnology
g.   Marine Biodiversity.

Module-2: Managerial Aspects of Blue Economy
a.   Marine Pollution;
b.   Costal and Marine Tourism;
c.   Maritime Transport, Ports and Related Services;
d.   Environmental Management Plan (EMP);
e.   Waste Disposal Management;
f.   The challenges to the Blue Economy.

Training Methods	:	Lecture, case study, individual exercise, group discussion
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Md. Nuruzzaman, Director (Research and Publication)
Course Coordinator	:	Tahmidur Rahman, Research Officer

16. Good Governance and Relevant Tools (NIS, APA and GRS) (11th Batch)

Duration	:	05 working days
Date	:	11.02.2024 to 15.02.2024
Nomination Deadline	:	01.02.2024
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-10 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.

Course Objectives :

    i. To aware the participants about the conceptual issues of Good Governance;

    ii. To acquaint the participants with the tools and techniques of ensuring good governance;

    iii. To familiarize the participants with integrity institutes and tools currently operating and practicing in Bangladesh.

Course Contents :

Module-01: Conceptual Issues of Good Governance

    a. Conceptual issues of Governance and Good Governance;

    b. Democracy and good governance;

    c. Ethical leadership in good governance;

    d. Moral and religious education in prevention of corruption;

    e. Public service delivery system and governance practices.

Module-02: Tools and Techniques of Good Governance

    a. Social accountability as a tool of good governance;

    b. Citizen participation and accountability;

    c. Parliamentary oversee and accountability;

    d. Civil service ethics.

Module-03: Current practices and cross cutting issues of Good Governance in Bangladesh

    a. Role of integrity institutes to establish good governance;

    b. National Integrity Strategy (NIS);

    c. Right to Information Act 2009;

    d. Anti-Corruption Act;

    e. Grievance Redress System (GRS);

    f. Overview of PPA-2006 and PPR-2008;

    g. Procurement monitoring;

    h. Role of media and civil society in combating corruption and establishing good governance;

    i. Annual performance agreement (APA);

    j. Case study on best practices of Good Governance in Bangladesh.

Training Methods	:	Lecture, case study, individual exercise, group discussion
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury Deputy Director (Admin and Finance)
Course Coordinator	:	Research Officer-3, NAPD

Evening Courses

01. Post Graduate Diploma in Development Planning (36th Batch)

Duration	:	10 Months (Each module: 12-15 days)
Date	:	January–December 2024
		(03 days in a week. Sunday, Tuesday and Wednesday)
Nomination Deadline	:	15 December, 2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 65,000/- (Tk. Sixty five thousand only) for all the ten modules is to be paid by crossed cheque in favor of the Director General, NAPD at the time of registration.
Participant's Level	:	Officers grade-9 and above who deal with planning, development projects and willing to build career in the field of planning and development.
Course Objectives	:	i. To orient them with the issues of national and international development;
		ii. To develop efficient workforce for attainment of socio-economic development objectives of the country; and
		iii. To equip the participants with the most recent tools and techniques of planning, project design and management.
Course Contents	:	Module-01: Fundamentals of Economics;
		Module-02: Theories and Models of Development;
		Module-03: Economic development of Bangladesh;
		Module-04: Development Planning Process in Bangladesh;
		Module-05: Mathematics & Statistics for Planners;
		Module-06: Research Methodology;
		Module-07: Special Issues of Development;
		Module-08: Appraisal and Formulation of Development Projects;
		Module-09: Procurement and Financial Management of Development Projects;
		Module-10: Implementation Monitoring and Impact Evaluation of Development Projects;
Training Methods	:	Lecture, individual exercise, group work for DPP preparation and group presentation, report writing, case study, study tour in home & abroad,
Admission requirement for private individual	:	Second class bachelor degree with honors in any discipline from a recognized university.
Evaluation System	:	Written examination, assignment, group work, case study, report writing and group presentation, attendance, class participation & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik, Director (Training)
Course Coordinators	:	Mohammad Ziaur Rahman, Assistant Director
		Md. Al-Amin, PMP, Training Officer

02. Post Graduate Diploma in ICT for Development (PGDICT4D) (14th Batch)

Duration	:	10 Months (Each module: 12-15 days)
Date	:	January- December 2024 (03 days in a week. Sunday, Tuesday and Wednesday)
Nomination Deadline	:	15 December 2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 75,000.00 (Seventy five thousand) for all the ten modules is to be paid by crossed cheque in favor of the Director General, NAPD at the time of registration.
Participant's Level	:	Officers of grade-10 and above from government, semi-government, autonomous bodies and executives of companies, banks, NGO's, Researchers, MIS personals. It is required that the participants should have the basic knowledge in computer operation.
Course Objectives	:	i. To increase the theoretical and practical knowledge of participants about information and communication technology for development; ii. To build ICT skilled manpower in order to achieve Smart Bangladesh; iii. To build ICT workforce capable of meeting up the national demand for development planning;
Course Contents	:	Module-1: Fundamentals of Information & Communication Technology and Programming Language (ICT -101); Module 2: Multimedia System Design (ICT -111); Module-3: Networking and Data Communication (ICT -107); Module-4: System Analysis and Design (SAD) (ICT -103); Module-5: Database Management System & Design (ICT -105); Module-6: Advance web Technology (ICT -106); Module-7: e-Governance, e-Commerce & ICT Project Management (ICT -109); Module-8: Emerging Technologies in ICT and Cyber Security (ICT 112); Module-9: Software Engineering Auditing and Quality Management (ICT -108); Module-10 Project, Case Studies, Viva Voce & Overall Performance (ICT-999)
Training Methods	:	Lectures, exercises, assignments, lab practices, case studies, report writing and presentations, group work & presentation, study tour in home and abroad.
Admission requirement for private individual	:	Second class bachelor degree with honors in any discipline from a recognized university.
Evaluation System	:	Written Examination, individual exercise, group work, project preparation & presentation, attendance, assignment, class participation & overall performance.
Facilities	:	• One person one computer • Acoustic & air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Kazi Salatuzzaman, System Analyst
Course Coordinator	:	Faria Zafreen, Librarian Technical Assistant: Md. Kamal Akanda, LDA

03. Advanced Microsoft Excel (14ᵗʰ Batch)

Duration & Time	:	10 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	:	23.07.2023 to 13.08.2023
Nomination deadline	:	13.07.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 15,000.00 (Fifteen thousand only) per participant
Participant's Level	:	Officers grade-10 and above from Govt./Semi-Govt. autonomous bodies, executives of private organization and NGOs. It is recommended that the learners have basic knowledge in computer operation.

Course Objectives :

i. To orient the participants about the use of MS excel in accounts; budget, billing and other areas; and
ii. To strengthen capability on data analysis.

Course Contents :

a. Excel Menu, Icon & Options;
b. Formatting, Conditional Formatting;
c. Sort, Filter & Data Validation;
d. Mathematical Functions & Logical Functions;
e. Statistical & Text Functions;
f. Co-relation and regression analysis;
g. Database Functions, Date and Time Functions;
h. Charts to Present Data Visually;
i. Protecting and Sharing the work book;
j. Proofing and Printing;
k. Analyze Data Using PivotTables and Pivot Charts;
l. Import data from external data sources;
m. Handling Data Source Errors;
n. Use Macros to Automate Tasks;

Training Methods	:	Lecture, group work, individual exercise, assignment, hands on training
Evaluation System	:	Practical test, attendance, class room participation and overall performance
Facilities	:	• One person one computer • Acoustic & air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury, Deputy Director (Admin)
Course Coordinator	:	Tahmidur Rahman, Research Officer

04. English Language Proficiency (41ˢᵗ Batch)

Duration	:	45 Working Days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	:	06.08.2023 to 22.11.2023
Nomination deadline	:	26.07.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 32,000.00 (Thirty two thousand only) per participant
Participant's Level	:	Officers grade-10 and above from Govt./Semi-Govt. autonomous bodies, executives of private organizations and NGOs.
Course Objectives	:	i. To improve the participants' English language proficiency (listening, speaking, reading and writing); and ii. To develop their competence in using English for both oral and written communication.
Course Contents	:	**Module – 1: Language and Basic Grammar** a. How to study; b. How to develop the skills of English; c. Tense; d. Modals; e. Conditionals; f. Comparison; g. Preposition; h. Use of suffix and prefix; i. Sentence correction. **Module – 2: Listening skill** a. Developing listening skills; b. Listening practice (Beginner); c. Listening practice (Intermediate); d. Listening practice (Advance); e. Movie show. **Module – 3: Speaking skill** a. Developing pronunciation- right pronunciation of alphabets; 44 phonemes/ sounds; b. Developing pronunciation- consonant sounds, aspiration; c. Developing pronunciation- vowel sounds Monophthongs, Diphthongs, checking words from the dictionary with sounds, stress mark; d. Speaking about myself; e. Speaking on topic; f. Speaking on role playing; g. Presentation on Speaking; h. News presentation; i. Debate competition. **Module – 4: Reading skill** a. Developing reading skill; b. Reading practice; c. Reading practice by solving comprehension (Beginner); d. Reading practice by solving comprehension (Intermediate level); e. Reading practice solving by comprehension (Advance level). **Module – 5: Writing skill** a. Basic writing: subject- verb agreement; b. Writing practice on selected topic; c. Forms of Written Communication; d. Report writing; e. Academic writing.

Training Methods	:	Each lesson will be presented through a participatory approach, i.e. individual exercise, group work and presentation, assignment, debate and excursion.
Evaluation System	:	Test on each skill, attendance, class participation, Presentation & overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Abdul Motaleb Sarkar, Chief Instructor
Course Coordinators	:	Most. Abeda Sultana, Associate Instructor Md. Matiur Rahman Molla, Audio Visual Officer

05. Advanced Office Application (4th Batch)

Duration & Time	:	15 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	:	10.09.2023 to 01.10.2023
Nomination Deadline	:	05.09.2023
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee	:	Tk.22,000.00 (Twenty two thousand only) per participant
Participant's Level	:	Officers grade-10 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.

Course Objectives :
   i.   To enhance the knowledge and skills of the participants on advance office application;
   ii. To enable the participants to work efficiently.

Course Contents :

Module-1: Fundamental of Office Application
   a. Fundamentals of Computer;
   b. Orientation of Operating System;
   c. Computer Typing (Blind typing, Bangla, English);
   d. ICT devices, Network and Internet;
   e. Printer, Antivirus;
   f. Cyber Security Awareness;
   g. Cloud Computing (Drive, Forms, Voice Typing etc.);
   h. Introduction to AI based software and devices.

Module 2. MS Word
   a. Introduction to the advanced text editing;
   b. Document and page layouts;
   c. Mail merge tools, notes and references;
   d. Macro (basic elements) and the options for saving and printing;
   e. Organizing and structuring a document;
   f. Inserting and managing graphic objects and text objects;
   g. Proofing tools and sharing options;
   h. References and Reviews.

Module 3. MS Excel
   a. Introduction to Excel;
   b. Formatting excel work book;
   c. Data Tab: Sort and Filter;
   d. Data Tab: Data Validation;
   e. Formula: Mathematical Functions;
   f. Formula: Logical Functions;
   g. Charts to Present Data Visually;
   h. Analyze Data Using Pivot Tables and Pivot Charts;
   i. Protecting and Sharing the work book;
   j. Use Macros to Automate Tasks;
   k. Proofing and Printing.

Module 4. MS PowerPoint
   a. Home: Slides and Editing;
   b. View: Slide Masters and Templates;
   c. Insert: Illustrations and Media;
   d. Design: Themes and Variants;
   e. Transitions;
   f. Slide Show.

Training Methods	:	Lecture, lab practice, individual exercise, assignments, group work, hands on learning
Evaluation System	:	Written test, assignment, attendance, practice on computer and overall performance
Facilities	:	• One person one computer • Acoustic & air condition class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Ramjan Ali Instructor
Course Coordinator	:	Zakia Begum, Dormitory Superintendent

06. Project Planning and Management (PPM) (13th Batch)

Duration	:	35 working days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	:	24.09.2023 to 13.12.2023
Nomination deadline	:	13.09.2023
No. of Course	:	01
No. of Participants	:	25
Course Fee	:	Tk. 26,000/-(Tk. Twenty Six thousand only)
Course Objectives	:	i. To acquaint the participants with the conceptual framework of planning with reference to Bangladesh ii. To familiarize them with existing procedures, practices, rules and Methodology of project planning and management iii. To increase the technical competence of the trainees in project formulation, appraisal, implementation, monitoring and evaluation
Designed for	:	Officers of grade-9 and above and other officers working in development projects, class-1 officers of the Government, semi-govt., autonomous bodies and non-government organization.
Course Contents	:	**Module 1: Conceptual and Administrative Framework of Development Planning**

Module 1: Conceptual and Administrative Framework of Development Planning
- a. Planning and development: concept and relations;
- b. Planning process in Bangladesh;
- c. Recent trends in Bangladesh economy;
- d. Annual Development Program (ADP) and AMS;
- e. SDGs, 8th five year plan, Perspective plan (vision 2041) and Bangladesh Delta plan (BDP 2100);
- f. Local level planning;
- g. Role and responsibilities of Planning Commission, ERD and line ministries;
- h. Budgetary framework of Bangladesh with MTBF and MBF;
- i. Role of NGOs and private sector in economic development of Bangladesh;
- j. Approval procedure of development projects.

Module 2: Planning, Formulation and Financing of Projects
- a. Project cycle;
- b. Stakeholder analysis;
- c. Project design with logical framework;
- d. Explanation of DPP, TPP and TAPP formats with exercise;
- e. Project Financing: concept and techniques and sources;
- f. Domestic resource mobilization;
- g. Foreign aid and its use;
- h. Delegation of financial power & fund release procedure;
- i. Public Private Partnership (PPP);
- j. Gender policy and gender related concepts and issues;
- k. Climate change risk management in project planning.

Module 3: Project Appraisal/ Feasibility Study
- a. Project appraisal: objectives and scope;
- b. Project feasibility study format and procedure;
- c. Demand forecasting;
- d. Cash flow of a project;
- e. Discounting technique;
- f. Financial appraisal with NPV, BCR & IRR calculation;
- g. Economic appraisal;
- h. Technical appraisal;
- i. Service sector project appraisal;
- j. Social Impact Assessment (SIA);
- k. EIA and EMP of development projects;
- l. Disaster impact assessment (DIA) and DRIP;
- m. Project sensitivity and risk analysis.

Module 4: Project Implementation

    a. Role of a project manager/ project directors;
    b. Leadership and team building;
    c. Managing project team;
    d. Implementation plan of a project;
    e. Project scope management (WBS/PBS etc.);
    f. Use of CPM, PERT in project implementation;
    g. Total quality management;
    h. Project risk management;
    i. Overview of procurement management: PPA-2006, PPR-2008;
    j. Procurement plan & e-Procurement;
    k. MS project for project management.

Module 5: Project Monitoring and Evaluation

    a. Concepts and types of monitoring and evaluation;
    b. Tools and Techniques of Monitoring and Evaluation;
    c. Earned Value Management (EVM);
    d. Change control;
    e. Role of IMED in project monitoring and evaluation;
    f. Explanation and exercise of IMED formats;
    g. Project Management Information System (PMIS): online submission;
    h. Result Based Management (RBM);
    i. Sustainability of development projects;
    j. Project completion report (PCR);

Training Methods	:	Lecture, video presentation, group discussions, group work, case study, self-assessments etc.
Evaluation System	:	Attendance, class participation and overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Md. Nuruzzaman, Director (Research and Publication)
Course Coordinators	:	Md. Ramjan Ali, Instructor Md. Zinnarul Islam, Documentation Officer

07. Oracle Based Database Application Design (13th Batch)

Duration	:	20 Working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	:	06.01.2024 to 20.02.2024
Nomination Deadline	:	31.12.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 23,000.00 (Twenty three thousand only) per participant
Participant's Level	:	Officers grade-10 and above from government, semi-government, autonomous bodies, companies, banks, NGO's having basic knowledge in computer applications.
Course Objectives	:	i. To acquaint with Oracle database and data access techniques; ii. To build capacity on Oracle schema definition and CRUD operation; iii. To build capacity on pl/sql program writing; iv. To build capacity on web application development using oracle application express (APEX);
Course Contents	:	**Module – 1: Database overview and oracle data access** a. Database Basics, RDBMS & Normalization and Basic Data Type; b. Oracle database Download & Installation; c. Controlling User, ACCESS, Roles, Privilege. **Module – 2: Introduction to SQL (DDL and DML)** a. Introduction to PL/SQL; b. Table, Join and CRUD Operation; c. Oracle SQL Developer Download & Run. **Module – 3: PL/SQL** a. Overview of PL/SQL; b. Identify the benefits of PL/SQL Subprograms and Declare PL/SQL Variables; c. SQL Cursor concept; d. Conditional processing using IF and CASE Statements; e. Apply Loop Statement (While, For, Continue); f. Stored Procedures; g. Overview of Function and Hands on Practice; h. Overview of Trigger and Hands on Practice. **Module – 4: Application development with oracle APEX** a. APEX Installation, workspace and basics; b. Forms in Apex with Hands on details; c. Pages and Regions in Apex; d. Items & Buttons in Apex (Hands on details); e. Page Processing in Apex; f. Forms Design & Data Entry; g. Creating SQL Reports in Apex; h. Packaging & Deploying Application; i. Oracle Backup/Export & Imports; j. Project Work Demonstration: HR Information System (HRIS).
Training Methods	:	Lecture, individual exercise, assignments, group work, case study, hands on learning, project preparation, field visit
Evaluation System	:	Written test, assignment, attendance, practice on computer and overall performance
Facilities	:	• One person one computer • Acoustic & air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury, Deputy Director (Admin)
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

08. Diploma in Project Planning, Development and Management (DPPDM) (16ᵗʰ Batch)

Duration	:	75 Working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	:	10.09.2023 to 06.03.2024
Nomination deadline	:	30.08.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 50,000.00 (Fifty thousand only) per participant
Participant's Level	:	Project managers and officers if grade-9 and above working in development projects, government, semi-govt., autonomous bodies & non-government organization.

Course Objectives :

   iv. To acquaint the participants with the planning   process of Bangladesh;
   v. To familiarize themwith existing procedures, practices, rules and methodology of project planning and management;
   vi. To increase the techn ical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation;

Course Contents :

Module 1: Conceptual and Administrative Framework of Development Planning

   a. Planning and development: concept and relations;
   b. Planning process in Bangladesh;
   c. Annual Development Program (ADP) and AMS;
   d. SDGs, 8ᵗʰ five year plan, Perspective plan (vision 2041) and Bangladesh Delta plan (BDP 2100);
   e. Recent trends in Bangladesh economy;
   f. Local level planning;
   g. Role and responsibilities of Planning Commission, ERD
   h. and line ministries;
   i. Budgetary framework of Bangladesh with MTBF and MBF;
   j. Role of NGOs and private sector in economic development of Bangladesh;
   k. Approval procedure of development projects.

Module 2: Planning, Formulation and Financing of Projects

   a. Project cycle;
   b. Stakeholder analysis;
   c. Project design with logical framework;
   d. Explanation of DPP, TPP and TAPP formats with exercise;
   e. Project Financing: concept and techniques and sources;
   f. Domestic resource mobilization;
   g. Foreign aid and its use;
   h. Delegation of financial power & fund release procedure;
   i. Public Private Partnership (PPP);
   j. Gender policy and gender related concepts and issues;
   k. Climate change risk management in project planning.

Module 3: Project Appraisal/ Feasibility Study

   a. Project appraisal: objectives and scope;
   b. Project feasibility study format and procedure;
   c. Demand forecasting;
   d. Cash flow of a project;
   e. Discounting technique;
   f. Financial appraisal with NPV, BCR & IRR calculation;
   g. Economic appraisal;
   h. Technical appraisal;
   i. Service sector project appraisal;
   j. Social Impact Assessment (SIA);
   k. EIA and EMP of development projects;
   l. Disaster impact assessment (DIA) and DRIP;
   m. Project sensitivity and risk analysis.

Module 4: Project Implementation
   a. Role of a project manager/ project directors;
   b. Leadership and team building;
   c. Managing project team;
   d. Implementation plan of a project;
   e. Project scope management (WBS/PBS etc.);
   f. Use of CPM, PERT in project implementation;
   g. Total quality management;
   h. Project risk management;
   i. Overview of procurement management: PPA-2006, PPR-2008;
   j. Procurement plan & e-Procurement;
   k. MS project for project management.

Module 5: Project Monitoring and Evaluation
   l. Concepts and types of monitoring and evaluation;
   a. Tools and Techniques of Monitoring and Evaluation;
   b. Earned Value Management (EVM);
   c. Change control;
   d. Role of IMED in project monitoring and evaluation;
   e. Explanation and exercise of IMED formats;
   f. Project Management Information System (PMIS): online submission;
   g. Result Based Management (RBM);
   h. Sustainability of development projects;
   i. Project completion report (PCR);

Evaluation System	:	Written examination, assignment, group work, report writing and presentation, attendance, class participation & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Engr. Md Abdur Rashid, Director (Admin & Finance)
Course Coordinators	:	Thouhidur Rahman Chowdhury, Deputy Director (Research & Publication) Md. Sirajul Islam, Associate Instructor

09. Public Procurement Management (13th Batch)

Duration	:	35 working days
Date	:	01.10.2023 to 20.12.2023
		(03 days in a week. Sunday, Tuesday and Wednesday)
Nomination deadline	:	20.09.2023
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee	:	Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	:	Officers of grade-9 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.

Course Objectives :

i. To acquaint participants with the legal framework of procurement in public sector;

ii. To familiarize the participants with the procedure and standard tender documents for procurement of goods and works;

iii. To provide a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;

iv. To familiarize the participants with e-GP and other cross-cutting issues

Course Contents :

Module-1: Conceptual and Legal Framework for Public Procurement

j. An overview of PPA-2006 and PPR-2008;

k. Principles of public procurement;

l. Constitutions of different committees;

m. Different procurement methods;

n. International procurement;

o. Procurement plan;

p. Processing of procurement;

q. Preparation of tender or proposal;

r. Professional misconduct and procurement ethics.

Module-2: Standard Tender Documents and Process for the Procurement of Goods and Works

l. Instructions to Tenderers (ITT);

m. Preparation of Tender Data Sheet (TDS);

n. Introducing tender forms of goods and works;

o. Technical specifications and schedule of requirements;

p. General Conditions of Contracts (GCC);

q. Particular Conditions of Contracts (PCC);

r. Tender evaluation;

s. Notification of Award (NOA);

t. Case studies on procurement;

u. Contract administration and management;

v. Contract performance.

Module-3: Procurement of Intellectual and Professional Services

i. Methods for procurement of intellectual and professional services;

j. Expression of Interest (EOI);

k. Terms of Reference (TOR);

l. Request for Proposal (RFP) Document;

m. Proposal Data Sheet (PDS);

n. Evaluation of proposals;

o. Negotiations under the methods of QCBS, FBS and LCS;

p. Approval, signing, completion of the process.

Module-4: e-GP and other Cross-cutting Issues

h. Introduction to e-GP;
i. Roles of PE user, PE admin, organization admin, authorized users;
j. Approval procedures and delegation of financial powers;
k. Right to Information Act 2009;
l. Anti-corruption Act;
m. National Integrity Strategy (NIS);
n. Vision of Bangabandhu for a corruption and exploitation free Bangladesh.

Training Methods	:	Class-room lecture, individual exercise, group work on STD preparation, case study, study tour.
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mohammad Anwar Hossain, Chief Instructor
Course Coordinator	:	Most Lipia Khatun, Evaluation Officer

10. Web page Development and Deployment (13ᵗʰ Batch)

Duration	:	25 working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	:	05.11.2023 to 31.12.2023
Nomination deadline	:	25.10.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 30,000.00 (Thirty thousand only) per participant
Participant's Level	:	Officers grade-10 and above working in government, semi- government, autonomous bodies and agencies those are involved in website development and maintenance.
Course Objective	:	i. To acquaint the participants with about basic web technologies; ii. To enable the participants on client and server-side scripting language and integrate with web server and database technologies; and iii. To acquaint the participants with the Content Management Systems (CMS), web technologies and cross-cutting issues;
Course Content	:	Module – 1: Basic web technologies; Module – 2: Front end development (HTML, CSS, Java Script); Module – 3: Back end development; Module – 4: Database driven dynamic website with PHP & MySQL; Module – 5: Laravel Framework; Module – 6: Web page deployment and web security; Module – 7: Project development.
Training Methods	:	Lecture, practical exercises, assignments, lab practices, projects/ case studies, report writing and presentations.
Evaluation System	:	Written test, attendance, project work and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik, Director (Training)
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

11. Statistical Package for Social Science (SPSS) (4th Batch)

Duration	:	10 working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	:	19.11.2023 to 10.12.2023
Nomination deadline	:	08.11.2023
No. of Course	:	1
No. of Participants	:	25
Course fee	:	Tk. 15,000 (fifteen thousand only) per participant
Participants' Level	:	Officers grade-10 and above of Govt., semi-Govt., autonomous bodies and agencies involved in project preparation and planning
Course Objectives	:	i. To orient the participants about the basics of SPSS; ii. To enhance participants analytical ability to apply different statistical tools, interpret the result using SPSS.
Course Contents	:	1. Introduction to statistical techniques and SPSS; 2. SPSS interfaces and menus; 3. Preparing the data file; 4. Data entry and management; 5. Creating table and figures; 6. Time series analysis; 7. Descriptive and inferential analysis; 8. Parametric and Non Parametric tests; 9. Correlation and Regression analysis; 10. Statistical techniques to compare groups.
Training Methods	:	Lecture, individual exercise, group work and assignments.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mouful Nahar, Instructor
Course Coordinator	:	Tahmidur Rahman, Research Officer

12. Cyber Security (3ʳᵈ Batch)

Duration	:	12 working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	:	03.12.2023 to 27.12.2023
Nomination deadline	:	22.11.2023
No. of Course	:	1
No. of Participants	:	25
Course fee	:	Tk. 12,000 (twelve thousand only) per participant
Participants' Level	:	Officers of grade-10 and above from government, semi-government, autonomous bodies and executives of companies, banks, NGO's, Researchers, MIS personals. It is required that the participants should have the basic knowledge on computer operation.

Course Objectives :

   i. To prepare participants with the technical knowledge and skills needed to protect and defend cyber-attacks;

   ii. To enhance participants by informing policy, laws and rules regarding cyber security accepted standards;

   iii. To develop organizational capacity that can plan, implement, and monitor cyber security mechanisms to help ensure the protection of information technology assets.

Course Content: :

Module-1: Individual Security

   a. Fundamentals of Cyber security & Types of Cyber Attacks;
   b. Operating System security, Network Security, Cloud Security and Web Application Security;
   c. Mobile security and common vulnerabilities;
   d. Social Engineering with example;
   e. Case Study for Cyber security (Malware attack etc);

Response after Cyber incident and rescue / Cyber Incident Management.

Module-2: Cyber Security Law, Rules and Strategy

   a. Cyber Security Strategy 2021-2025 (Draft);
   b. Digital Security Act, 2018, Digital Security Rules – 2020;
   c. Cloud Policy 2020;
   d. Email policy 2019, Social Media Uses Guidelines.

Module-3: Organizational Security

   a. Digital forensics / Computer Forensics;
   b. Malware analysis;
   c. Best practices in preventing Cyber-attacks;
   d. Artificial Intelligence in Cyber security;
   e. Critical security components;
   f. Privilege Access Management;
   g. Physical security and its importance;
   h. Enforcing Confidentiality with Encryption, Certificates and Public Key Infrastructure;
   i. Intrusion Detection and Prevention;
   j. Cyber Audit / Digital Audit;
   k. Cyber Risk Management and its assessment;
   l. Incident management: Cyber risk and cyber insurance;
   m. Business Case for Cyber security.

Training Methods	:	Lecture, individual exercise, group work and assignments.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Engr. Md. Abdur Rashid, Director (Admin and Finance)
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

13. Microsoft Project (20ᵗʰ Batch)

Duration	:	10 Working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	:	04.02.2024 to 25.02.2024
Nomination deadline	:	24.01.2024
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 15,000.00 (Fifteen thousand only) per participant
Participant's Level	:	Officers grade-10 and above of Govt./Semi-Govt. and Autonomous bodies and Agencies involved in project preparation and planning having basic knowledge in computer operation.
Course Objectives	:	i. To acquaint the participants with compute aided software tools of project scheduling, costing, monitoring and evaluation; ii. To help the participants for the preparation of the network diagram and work breakdown structure for the preparation of development project proposal.
Course Contents	:	**Module-01: Project Scheduling and Network Analysis** a. Overview of Microsoft project; b. Network analysis with PERT/CPM; c. Project management tools, terminology; d. Project scheduling with Gantt Chart & network diagram using Microsoft project; e. Resource management (Assign & Share Resource); f. Project Info, Custom Fields, Set Baseline & Project Cost Calculation and Links between Project. **Module-02: Project costing & reporting** a. Creating and allocating resources; b. WBS, EVM using Microsoft project; c. Visual Project reports (Baseline cost, Baseline Work, Budget Cost, Budget Work, Cash Flow, Earned Value Management, Over Time Calculation, Resource Cost Summary, Resource Remaining Work, Resource Work Availability and Resource Work Summary).
Training Methods	:	Lecture, individual exercise, group work, case study, hands on learning
Evaluation System	:	Attendance, class participation & overall performance
Facilities	:	• One person one computer • Acoustic & air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Helal Uddin Akanda, Chief Instructor
Course Coordinator	:	Dipayan Chakroborty Partha, Research Officer

Development Administration Training Course for BCS (Admin) Cadre Officers

Name of the Course	:	Development Administration Training Course for BCS (Admin) Cadre Officers
Duration	:	3 Months
Date	:	09 July- 08 October 2023 (1st Batch) 18 February – 16 May 2024 (2nd Batch)
No. of Course	:	03
Total Days	:	90 (for each batch)
No. of Participants	:	50 in each batch
Participant's Level	:	BCS (Admin) Cadre Officers
Course Objectives	:	i. To enhance the participants' critical thinking ability as a practitioner in Development Administration, Economics, Planning, Financial Management and External Economic Relations with a deeper appreciation of the broader context of its management; ii. To develop the participants' skills and insights required for related planning, management, analysis, implementation, monitoring, evaluation, decision making and forecasting; iii. To enable the participants to apply the techniques, technology, tools and ICT skills required to work in the above-mentioned fields;
Course Contents	:	Module-1: Fundamentals of Economics Module-2: Development Economics Module-3: Economy of Bangladesh Module-4: Development Planning Module-5: Financial Management Module-6: International Economic Relations of Bangladesh Module-7: Project Management Module-8: Preparation of Project Documents Module-9: Development Administration Module-10: Public Procurement: National and International Perspectives Module-11: Development (Infrastructural) works in Bangladesh Module-12: Project Document Reviews
Training Methods	:	• Lecture • Group work • Assignment • Seminar • Group Discussion • Presentation • Project Visit • Project Review • Case Study
Evaluation System	:	Comprehensive examination, essay writing, office attachment, project visit, field visit.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General

Sl. No.	Batch & Duration	Course Director	Course Coordinator
1.	1st Batch: 09 July- 08 October 2023	Md. Abdul Motaleb Sarkar Chief Instructor (Deputy Secretary)	Md. Sirajul Islam, Associate Instructor Mubasshira Amatullah, PS to Director General
2.	2nd Batch: 18 February – 16 May 2024	Md. Hasan Tarik Director (Training)	Mouful Nahar, Instructor Most. Abeda Sultana, Associate Instructor

Special Foundation Training Course For BCS (Health) Cadre Officers

Name of the Course	:	Special Foundation Training Course for BCS (Health) Cadre Officers
Duration	:	2 Months (60 Days)
Date	:	16 July-14 September 2023 (1st & 2nd Batch)
		24 September -23 November 2023 (3rd & 4th Batch)
		10 December, 2023 – 08 February 2024 (5th & 6th Batch)
		18 February – 18 April 2024 (7th & 8th Batch)
		28 April – 27 June 2024 (9th & 10th Batch)
No. of Course	:	10
Total Days	:	60 (for each batch)
No. of Participants	:	40 in each batch
Participant's Level	:	BCS (Health) Cadre Officers

Course Objectives :

i. To create corps of skilled, well-groomed public administrators
ii. To develop decision making ability and analytical skills;
iii. To build-up physical and mental fitness;
iv. To build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities;
v. To develop a uniform perception in officers through imparting theoretical and practical knowledge on administration and development of Bangladesh.

Course Contents :

Module 1: Introducing Bangladesh
Module 2: Constitution & Government System
Module 3: Leadership & Change Management
Module 4: Local Govt. & Public Management
Module 5: Ethics & Etiquette
Module 6: Human Resource Management
Module 7: Office Management and Service Rules
Module 8: Financial Rules and Procedures
Module 9: Fundamentals of Economics
Module 10: Development Planning and Project Management
Module 11: Research Methodology
Module 12: Globalization and Bangladesh
Module 13: Sustainable Development and Environment
Module 14: Gender and Child Rights
Module 15: English Language Skills
Module 16: Information and Communication Technology (ICT)
Module 17: Book Review
Module 18: BARD/RDA/RDTI attachment/village study
Module 19: Extension Lectures
Module 20: Syndicate Work / Exercise
Module 21: Term paper / Assignment
Module 22: PT and games

Training Methods :

- Lecture
- Individual exercise
- Group work
- Study tour
- Report writing & presentation
- Book review
- Assignment

Evaluation System : Written Examinations, book review, term paper, research report, group work & presentation, physical training and sports, attendance, class participation & overall performance.

Course Advisor : Director General

Course Co-Advisor : Additional Director General

Sl. No.	Batch & Duration	Course Director	Course Coordinator
1.	1st & 2nd Batch: 16 July - 14 September 2023	Md. Hasan Tarik Director (Training)	Thouhidur Rahman Chowdhury Deputy Director (Research & Publication) Mirza Noor Islam, Associate Instructor
		Mohammad Anwar Hossain Chief Instructor	Mouful Nahar, Instructor Md Abul Hossain, Training Officer
2.	3rd & 4th Batch: 24 September - 23 November 2023	Engr. Md. Abdur Rashid Director (Admin & Finance)	Md. Ramjan Ali, Instructor Most. Abeda Sultana, Associate Instructor
		Md Helal Uddin Akand Chief Instructor	Md. Moynul Hasan Chowdhury, Deputy Director Md. Sirajul Islam, Associate Instructor
3.	5th & 6th Batch: 03 December 2023 - 31 January 2024	Dr. Md. Nuruzzaman Director (Research & Publication)	Mohammad Ziaur Rahman, Assistant Director Faria Zafreen, Librarian
		Md. Helal Uddin Akand Chief Instructor	Md. Al-Amin, PMP, Training Officer Mubasshira Amatullah, PS to Director General
4.	7th & 8th Batch: 04 February - 06 April 2024	Kazi Mohammad Salatuzzaman System Analyst	Thouhidur Rahman Chowdhury Deputy Director (Research & Publication) Most. Lipia Khatun, Evaluation Officer
		Md. Hasan Tarik Director (Training)	Mouful Nahar, Instructor Md. Nurul Amin, Assistant Programmer
5.	9th & 10th Batch: 22 April - 20 June 2024	Md. Abdul Motaleb Sarkar Chief Instructor (Deputy Secretary)	Md. Moynul Hasan Chowdhury, Deputy Director (Admin) Dipayan Chakraborty Partho, Research Officer
		Mohammad Anwar Hossain Chief Instructor	Md. Ramjan Ali, Instructor Most. Abeda Sultana, Associate Instructor

Special Foundation Training Course For Non-cadre Officers

Name of the Course	:	Special Foundation Training Course for non-cadre Officers
Duration	:	2 Months
Date	:	16 July-14 September 2023 (1st Batch)
		24 September -23 November 2023 (2nd Batch)
		10 December,2023 – 08 February 2024 (3rd Batch)
		18 February – 18 April 2024 (4th Batch)
		28 April – 27 June 2024 (5th Batch)
No. of Course	:	05
Total Days	:	60 (for each batch)
No. of Participants	:	40 in each batch
Course fee	:	Tk. 1,70,000 (One lac seventy thousand only) per participant
Participant's Level	:	Officers from grade-9 to above in different Govt. agencies
Course Objectives	:	i. Create corps of skilled, well groomed public administrators
		ii. Develop decision making ability and analytical skills;
		iii. Build-up physical and mental fitness;
		iv. Build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities;
		v. Include a uniform perception in officers through imparting theoretical and
		vi. Practical knowledge on administration and development of Bangladesh.
Course Contents	:	Module 1: Introducing Bangladesh
		Module 2: Constitution & Government System
		Module 3: Leadership & Change Management
		Module 4: Local Govt. & Public Management
		Module 5: Ethics & Etiquette
		Module 6: Human Resource Management
		Module 7: Office
		Module 13: Sustainable Development and Environment
		Module 14: Gender and Child Rights
		Module 15: English Language Skill (ELS)
		Module 16: Information and Communication Technology (ICT)
		Module 17: Book Review
		Module 18: BARD/RDA/RDTI attachment/village study
		Module 19: Extension Lectures
		Module 20: Syndicate Work / Exercise
		Module 21: Term paper / Assignment
		Module 22: PT and games

Training Methods	:	• Class-room lecture • Individual exercise • Group work • Study tour • Report writing & presentation • Book review • Assignment
Evaluation System	:	Written Examinations, book review, term paper, research report, group work & presentation, extempore speech, physical training and sports, attendance, class participation & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General

Sl. No.	Batch & Duration	Course Director	Course Coordinator
1.	1st Batch: 16 July-14 September 2023	Dr. Md. Nuruzzaman Director (Research & Publication)	Mohammad Ziaur Rahman Assistant Director Tahmidur Rahman, Research Officer
2.	2nd Batch: 24 September -23 November 2023	Engr. Md. Abdur Rashid, Director (Admin &Finance)	Md. Sirajul Islam, Associate Instructor Md. Al-Amin, PMP, Training Officer
3.	3rd Batch: 10 December,2023 – 08 February 2024	Kazi Mohammad Salatuzzaman System Analyst	Md. Abul Hossain, Training Officer Md. Matiur Rahman Molla, Audio Visual Officer
4.	4th Batch: 18 February – 18 April 2024	Mohammad Anwar Hossain Chief Instructor	Md. Zakir Hossain, Accounts Officer Most. Zannatul Ferdoushi, Asst. Librarian
5.	5th Batch: 28 April – 27 June 2024 (5th Batch)	Md Helal Uddin Akanda Chief Instructor	Most. Lipia Khatun, Evaluation Officer Zakia Sultana, Dormitory Superintendent

LIST OF FACULTY MEMBERS/OFFICERS

Photo	Name & Designation	Phone/Mobile Number
	Sukesh Kumar Sarker Director General (Secretary to the govt.), NAPD	9615642 (O) 58614705-6/210 (O)
	K M Ali Reza Additional Director General (Additional secretary to the govt.), NAPD	9615639 (O) 55152086 (R) 01961561704 (M)
	Md. Nuruzzaman, Ph.D. Director (Research & Publication)	58611259 (O) 58614705-6/213 (O) 9126427 (R) 01730-092179 (M)
	Engr. Md. Abdur Rashid Director (Admin & Finance)	02223365351 8432573 (R) 01780-114499 (M)
	Md. HasanTarik Director (Training)	02223360357 55073233 (R) 01715327817 (M)
	Md. Abdul Motaleb Sarkar Chief Instructor (Deputy Secretary)	0258611261 (O) 01773562585 (M) 58614705-6/216 (O)
	Kazi Muhammad Salatuzzaman System Analyst	9675024 (O) 9675024 /272 (O) 01712-342305 (M)
	Md. Helal Uddin Akanda Chief Instructor	02223363569 (O) 0 2 58615695/218 (O) 9615244 (R) 01726261859 (M)
	Mohammad Anwar Hossain Chief Instructor	58611345 (O) 0258615695/231 (O) 01716399063 (M)
	Md. Moynul Hasan Chowdhury Deputy Director (Admin)	02223360355 (O) 58614705-6/267 (O) 01711-311933 (M)

Photo	Name & Designation	Phone/Mobile Number
	Mouful Nahar Instructor	58614705 01916-861597 (M)
	Thouhidur Rahman Chowdhury Deputy Director (Research & Publication)	9611065 (O) 58614705-6/238 (O) 01716-550855 (M)
	Md. Ramjan Ali Instructor	022233655024 (O) 58614705-6/263 (O) 58614705-6/269 (R) 01816-264046 (M)
	Mirza Noor Islam Associate Instructor	58611362 (O) 58614705-6/224 (O) 01813-588660 (M)
	Most: Abeda Sultana Associate Instructor	58614705-6/266 (O) 58614705-6/301 (R) 01816-207201 (M)
	Mohammad Ziaur Rahman Assistant Director	9675392 (O) 58614705-6/277 (O) 01717-160408 (M)
	Md. Sirajul Islam Associate Instructor	8614705-6/234 (O) 01688-738283 (M)
	Md. Nurul Amin Assistant Programmer	58614705-6/217 (O) 01818-357782 (M)
	Faria Zafreen Librarian	02223367392 (O) 58614705-6/270 (R) 01720-531083 (M)
	Dipayan Chakraborthy Partha Research Officer	58614705-6/220 (O) 01716-636296 (M)
	Most Lipia Khatun Evaluation Officer	58614705-6/249 (O) 8619705-6/269 (R) 01816264047 (M)

Photo	Name & Designation	Phone/Mobile Number
	Md. Abul Hossain Training Officer	02223367392 (O) 58614705-6/277 (O) 01913-756758 (M)
	Md. Al-Amin *PMP* Training Officer	9666304 (O) 01710-069380 (M)
	Mubasshira Amatullah PS to Director General	58614705-6/290 (O) 01748879748
	Tahmidur Rahman Research Officer	58614705-6/266 (O) 01552-468856
	Md. Matiur Rahman Molla Audio Visual Officer	58614705-6/240 (O) 9663803 (R) 01819-163684 (M)
	Md. Zinnarul Islam Documentation Officer	58614705-6/246 (O) 01716-931722 (M) 01931149650 (M)
	Md. Rajeur Rahman Care Taker	58614705-6/236 (O) 01717-920110 (M) 58614705-6/261 (R)
	Zakia Begum Dormitory Superintendent	58614705-6/248 (O) 58614705-6/255 (R) 01552437952 (M)
	Md. Zakir Hossain Accounts Officer	58614705-6/257 (O) 01739-869398 (M)
	Most. Jannatul Ferdousi Assistant Librarian	58614705-6/276 (O) 01789-009810 (M)

Photo	Name & Designation	Phone/Mobile Number
	Md. Sultan Salauddin Cafeteria Supervisor	01712-110933 01863-334040 02223366304 (O)
	Md. Ali Hossain Patwary Executive Officer	01849461050 (M) 58614705-6/300 (O)
PABX No.: 58614705-5, 58614705-6, 58611358, 58613112, 9613227 Dormitory: 58614705-6/ 248 Fax: 58615695, 9675416 E-mail: info@napd.gov.bd Website: www.napd.gov.bd		

Regular Day Course

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
1.	Project Appraisal, Formulation and Approval (22nd Batch)	16	03										
2.	Public Procurement Management (27th Batch)	23	10										
3.	Human Resource Management (27th Batch)		06 10										
4.	Public Financial Management (27th Batch)		20 24										
5.	Office Management (27th Batch)			10 21									
6.	Monitoring and Evaluation of Projects with IMED Formats (23rd Batch)				01 12								
7.	Project Management Skills for Executives (23rd Batch)				15 19								
8.	Innovation and Change Management (6th Batch)					12 16							
9.	Project Feasibility Study (2nd Batch)					19 30							
10.	Leadership and Strategic Planning (14th Batch)						03 07						
11.	Research Methodology (15th Batch)						10 21						
12.	Sustainable Development Goals (SDGs) and Bangladesh (4th Batch)						17 21						
13.	Development Planning and Project Management (57th Batch)						31	18					
14.	E-Governance for Sustainable Development (19th Batch)							21 25					
15.	Blue Economy (3rd Batch)							28	01				
16.	Good Governance and Relevant Tools (NIS, APA and GRS) (11th Batch)								11 15				

Regular Evening Course

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
1.	Post Graduate Diploma in Development Planning (36th Batch)		January – December, 2024										
2.	Post Graduate Diploma in ICT for Development (PGDICT4D) (14th Batch)		January – December, 2024										
3.	Advanced Microsoft Excel (14th Batch)	23	13										
4.	English Language Proficiency (41st Batch)		06			22							
5.	Advance Office Application (4th Batch)			10	01								
6.	Project Planning and Management (13th Batch)			24			13						
7.	Oracle Based Database Application Design (13th Batch)							06	20				
8.	Diploma in Project Planning, Development and Management (DPPDM) (16th Batch)			10						06			
9.	Public Procurement Management (13th Batch)				01		20						
10.	Web Page Development and Deployment (13th Batch)					05	31						
11.	Statistical Package for Social Science (SPSS) (4th Batch)					19	10						
12.	Cyber Security (2nd Batch)						03 27						
13.	Microsoft Project (20th Batch)							04 25					
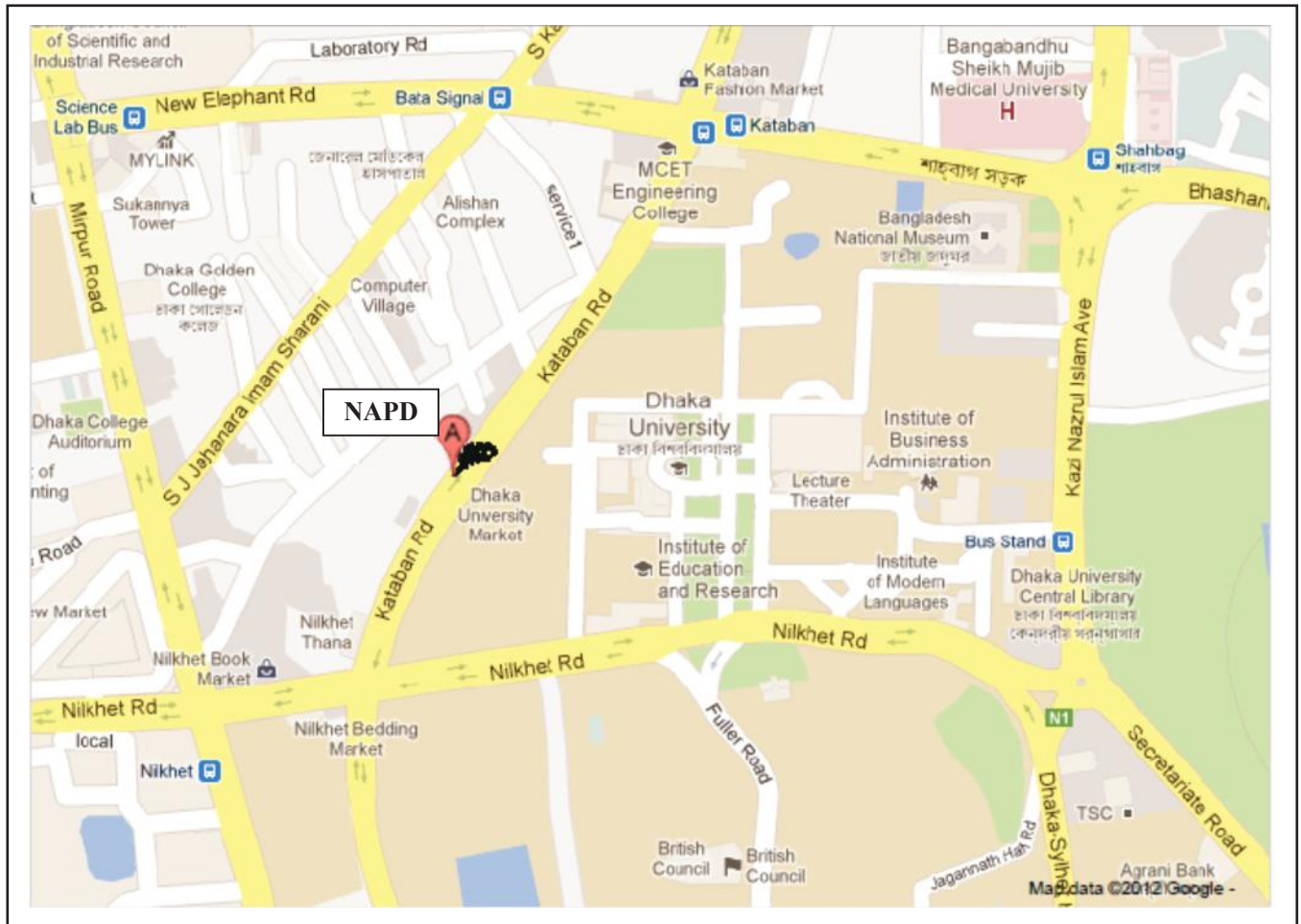
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